2003-2004 Annual Report to the Ministry of Advanced Education

April 2004

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BRITISH COLUMBIA COUNCIL ON ADMISSIONS & TRANSFER
SUPPORTING BC's EDUCATION SYSTEM

2003-2004 Annual Report
to the Ministry of Advanced Education

April 2004

Prepared by Dr. Frank Gelin, Executive Director and Co-chair
with assistance from all BCCAT staff members

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BRITISH COLUMBIA COUNCIL ON
ADMISSIONS & TRANSFER

SUPPORTING BC's EDUCATION SYSTEM

April 30, 2004

Mr. Philip Steenkamp
Deputy Minister
Ministry of Advanced Education
PO Box 9884, Stn Prov Gov't
Victoria, B.C., V8W 9T6

Dear Mr. Steenkamp:

We are pleased to present the 2003–2004 Annual Report of the B.C. Council on Admissions and Transfer.

On March 25, 2003 we received a Management Letter that outlined the expectations of the Ministry of Advanced Education for the B.C. Council on Admissions and Transfer in 2003–2004. In this Annual Report we detail how the Council has addressed and met those expectations and provide information on other projects and initiatives we have undertaken to achieve our mandate.

This year has been one of considerable transition. We have initiated an expansion of our activities, normally focused on improving transfer credit arrangements between public post-secondary institutions, to include facilitating and coordinating articulation between public and private institutions. We have also started, as requested in the Management Letter, "to explore issues pertaining to admission policies, practices, and capacity, for direct entry students and transfer students entering into and moving between institutions." This report outlines the substantial progress achieved in both of these arenas.

Although not part of our initial work plan, we assumed managerial responsibility for Opening Doors in mid-year and have prepared a detailed plan to substantively improve and expand this information service in 2004-05, within the same budget allocation as was provided in 2003-04. Finally, due to unanticipated staffing difficulties, we had to implement emergency arrangements to coordinate and maintain our *Online Transfer Guide* through 2003-04 and to implement a plan to ensure a greater level of security and continuity in how we will maintain this essential information service in the future.

We are pleased to observe continuing support from all sectors of the B.C. post-secondary system, including a constructive and facilitative relationship with the Ministry, as we seek to improve the admissions and transfer environment for all students.

Yours sincerely,

Bob Brown, *Co-Chair*
Frank Gelin, *Co-Chair and Executive Director*

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1. THE COUNCIL

The B.C. Council on Admissions and Transfer was established by the Minister of Advanced Education & Job Training in 1989, and its members are appointed by the Minister of Advanced Education. The mandate of the Council is to facilitate admission, articulation and transfer arrangements among B.C. post-secondary institutions. Specifically, the Council encourages institutions to develop policies and practices that facilitate student mobility, the admission process for direct entry and transfer students, and transferability of post-secondary credit courses. The Council publishes an Online Transfer Guide and user-friendly student materials, mediates transfer disputes, recommends practices designed to eliminate undue barriers to transfer, and commissions research into the overall effectiveness of the provincial transfer environment.

1.1 Council Members (2003-2004)

Dr. Bob Brown	*Co-Chair*
Dr. Frank Gelin	*Co-Chair & Executive Director*
Dr. Margaret Anderson	*University Faculty*
Mr. Dileep Athaide	*College/University College/Institute Faculty (until Aug. 31, 2003)*
Dr. Roger Barnsley	*Public Post-Secondary Institutions*
Dr. Roger Blackman	*Public Post-Secondary Institutions (until Aug. 31, 2003)*
Mr. Rick Carruthers	*Secondary School Sector (resigned Dec. 2003)*
Ms. Nancy Clegg	*College/University College/Institute Faculty*
Dr. James Cooke	*Public Post-Secondary Institutions (from Sept. 1, 2003)*
Dr. Beth Davies	*Public Post-Secondary Institutions*
Mr. John DeGrace	*Public Post-Secondary Institutions (from Sept. 1, 2003)*
Dr. Neil Guppy	*Public Post-Secondary Institutions*
Mr. Bob Harris	*Public Post-Secondary Institutions (from Sept. 1, 2003)*
Dr. William Krane	*Public Post-Secondary Institutions (from Sept. 1, 2003)*
Dr. Valerie Kuehne	*Public Post-Secondary Institutions (resigned Feb. 2004)*
Dr. David Leeming	*University Faculty*
Mr. Greg Link	*Public Post-Secondary Institutions (resigned April 2003)*
Ms. Ann McArthur	*Public Post-Secondary Institutions*
Dr. Lorna McCallum	*Public Post-Secondary Institutions*
Ms. Janice Morris	*Students*
Mr. Tim Segger	*Public Post-Secondary Institutions (from Sept. 1, 2003)*
Dr. David Sylvester	*Private Post-Secondary Institutions*

1.2 Meetings

The 67th meeting of the Council was held in June, 2003 at the BCIT downtown campus; the October meeting took place at the College of the Rockies, Cranbrook; and the December and March meetings were held at the BCIT downtown campus and the BCIT Burnaby campus, respectively. Approved minutes are posted on *BCCAT Online* at: *http://www.bccat.bc.ca/council/menuminutes.html*.

1.3 Committees

Committees, comprising both Council members and a significant number of others appointed from within the post-secondary system, oversee most of the projects and activities reported herein. The mandate and membership of each committee is noted at the beginning of each relevant section of this report.

1.4 Staff

The day-to-day operational work of the Council is carried out by the following staff:

Dr. Frank Gelin, *Executive Director*
Ms. Finola Finlay, *Associate Director*
Dr. Devron Gaber, *Associate Director*
Mr. Mike Winsemann, *Transfer Guide Coordinator*
Ms. Jean Karlinski, *Administrative Assistant*
Ms. Valerie Yorkston, *Executive Secretary – Council*
Ms. Barbara Clague, *Executive Secretary – Articulation (part-time, .6)*

1.5 Chart of Major Activities

(See the following page for a summarized outline of the Council's major activities.)

BC COUNCIL ON ADMISSIONS & TRANSFER
Major Activities

Transfer and Articulation

Co-ordinate Articulation Committees & Transfer Agreements

Transfer Policy
- principles and guidelines for transfer
- advice and assistance to Ministry
- advice and assistance to institutions
- information on non-traditional transfer
- liaison with secondary school system

Articulation Committees
- production and distribution of articulation committee handbook
- reception and supervision of minutes and follow-up of issues arising
- appointment of System Liaison Persons
- annual meeting of Chairs and System Liaison Persons

BC Transfer Guide
- co-ordination
- production and distribution

BCCAT Online
- On-line Transfer Guide
- pdf tables
- admissions and system information
- publications
- articulation committee resources
- links to other sites

Improving Transfer
- transfer pathways
- transfer innovation projects
- block transfer
- mediating transfer disputes
- seminars and workshops on articulation and transfer
- initiatives with BCcampus

Associate Degrees
- curricular requirements
- transfer and admission policies

Review and Recommend Transfer Processes

Standards & Processes
- timing issues for transfer students
- tracking issues
- record keeping issues
- information/communication issues
- electronic data interchange (EDI)
- on line course transfer

Transfer Credit Evaluation Form
- web-based form

Private/Public Articulation
- coordinate private/public articulation

Inter-Provincial Transfer
- improvement of inter-provincial transfer
- advice to other provincial jurisdictions
- information on transfer into/out of BC
- liaison with international jurisdiction

Admissions

Areas of Work
- examination of admissions policies & practices
- collection & dissemination of comparative information
- research on admissions, access and student mobility
- encouragement of information sharing among institutions on enrolment planning
- admissions issues related to collaborative online learning
- admissions issues and information related to secondary/post-secondary transitions
- management of the Opening Doors online resource

Research

Areas of Study
- policy reviews
- transfer student profiles
- transcript assessments
- student surveys (outcomes)
- advising and admissions personnel surveys
- retention and attrition
- patterns of student mobility
- transfer rates
- transfer administrative processes
- applications, admissions & registrations
- overall transfer effectiveness

Communications

Publications
- BC Transfer Guide
- BCCAT Online
- newsletters
- research reports
- research report summaries
- policy discussion papers
- brochures
- handbooks
- annual report

System Collaboration
- with institutions
- with agencies
- with system committees
- with Ministry

Student Advising
- student transfer handbook (BC Transfer TIPS)
- TIPS Facilitation guide
- reply to student queries, FAQs
- transfer liaison network
- the Advisor

BRITISH COLUMBIA COUNCIL ON ADMISSIONS & TRANSFER

SUPPORTING BC's EDUCATION SYSTEM

MANDATE:

The mandate of the British Columbia Council on Admissions and Transfer (BCCAT) is to facilitate admission, articulation and transfer arrangements among B.C. post-secondary institutions. Specifically, the Council (a) encourages institutions to develop policies and practices that facilitate the transferability of post-secondary credit courses so that credit granted at one institution can be applied toward credentials at other institutions, and (b) examines issues pertaining to capacity, demand, and student mobility, and recommends policies and practices that facilitate the admission process for direct entry and transfer students.

In pursuit of this mandate, BCCAT provides online resources on admission to and transfer among B.C. post-secondary institutions, publishes user-friendly student materials, mediates articulation disputes, recommends practices designed to eliminate undue barriers to transfer, and commissions research on the overall effectiveness of the provincial admissions and transfer environment. The Council fulfills its mandate through leadership and coordination of collaborative activities in the areas of articulation, transfer, and admissions. The resulting collaboration in the planning and administration of programs, policies, and practices helps to ensure an accessible and responsive system.

COUNCIL:

The Council is funded annually by the Ministry responsible for post-secondary institutions. Its members are appointed by the Minister and are drawn from the education system. Members strive to achieve the mandate of the Council by serving the overall best interests of the system and do not formally represent any specific institution or constituency with which they are affiliated.

COMMITTEES:

The Council carries out its work with the assistance of a number of committees, whose members are drawn from the post-secondary system. The standing committees of Council are: Transfer and Articulation Committee; Admissions Committee; Institutional Contact Persons Committee; Research Committee; Task Force on Standards and Processes; Transfer Liaison Network; and Publications Committee. Advisory and task-specific groups are established as needed.

Revised: March 2004

2. THE B.C. TRANSFER SYSTEM

Institutions in the B.C. Transfer System

As of March 31, 2004, the British Columbia Transfer System consisted of 28 public and 4 private post-secondary institutions. While many of the member institutions have more than one campus, this list indicates only the main campuses.

- ***Colleges: (11)***

  Camosun College *(Victoria)*
  Capilano College *(North Vancouver)*
  College of New Caledonia *(Prince George)*
  College of the Rockies *(Cranbrook)*
  Douglas College *(New Westminster)*
  Langara College *(Vancouver)*
  North Island College *(Courtenay)*
  Northern Lights College *(Dawson Creek)*
  Northwest Community College *(Terrace)*
  Selkirk College *(Castlegar)*
  Vancouver Community College *(Vancouver)*

- ***Universities: (6)***

  B.C. Open University
  Royal Roads University *(Victoria)*
  Simon Fraser University *(Burnaby)*
  The University of British Columbia *(Vancouver)*
  The University of Northern British Columbia *(Prince George)*
  The University of Victoria *(Victoria)*

- ***Institutes: (5)***

  British Columbia Institute of Technology *(Burnaby)*
  Emily Carr Institute of Art and Design *(Vancouver)*
  Institute of Indigenous Government *(Vancouver)*
  Justice Institute of British Columbia *(New Westminster)*
  Nicola Valley Institute of Technology *(Merritt)*

- ***University Colleges: (5)***

  Kwantlen University College *(Surrey)*
  Malaspina University-College *(Nanaimo)*
  Okanagan University College *(Kelowna)*
  University College of the Cariboo *(Kamloops)*
  University College of the Fraser Valley *(Abbotsford)*

- ***Private Institutions: (4)***

  Columbia College *(Vancouver)*
  Coquitlam College *(Coquitlam)*
  Corpus Christi College *(Vancouver)*
  Trinity Western University *(Langley)*

- ***Yukon Territory: (1)***

  Yukon College *(Whitehorse)*

3. HIGHLIGHTS OF 2003 – 2004

During the past year, the Council has taken a number of steps to begin the implementation of an expanded mandate that includes a greater focus on admissions, as well as on articulation between public and private post-secondary institutions. This involved staff expansion and reorganization to improve existing services and system-wide support in order to maintain an efficient and effective integrated transfer system. The Council also faced a number of challenges internally and externally as it worked to implement its 2003-04 work plan.

3.1 Expanded Responsibilities

- *Implementation of emergency plans to maintain the Online Transfer Guide and identification and implementation of a plan to ensure security and continuity of the service in the future*

  The Transfer Guide Coordinator, who had worked as a contractor for the Council during the past 13 years, unexpectedly became ill in March, 2003 and was unable to continue working. Several aspects of the Council's work plan were affected as new and somewhat time consuming and complicated interim arrangements were undertaken to maintain the *Online Transfer Guide*. A new in-house full-time Transfer Guide Coordinator was appointed February 1, 2004.

- *Expansion of the Council's mandate to include a greater focus on admissions*

  The Council's mandate was expanded by the Ministry to examine issues pertaining to capacity, demand, and student mobility, and to recommend policies and practices that facilitate the admission process for direct entry and transfer students within the B.C. post-secondary system.

- *Assumption of responsibility for the Opening Doors initiative*

  As a result of the closure of the Centre for Education Information (CEISS), the Ministry approved BCCAT's proposal to assume overall responsibility for the coordination and management of all aspects of Opening Doors, effective January 1, 2004. A detailed plan to maintain and significantly enhance this information service was prepared and will be implemented in 2004-05.

- *Expansion of the Council's mandate to include coordination of transfer arrangements between public and private post-secondary institutions*

  Given new legislative provisions in the Degree Authorization Act that will enable new private and out-of-province institutions to offer degrees within B.C., the Council was mandated to take steps to facilitate and coordinate transfer and articulation of courses and programs between public and private institutions. The Council was

successful in developing, gaining support for, and formally approving a policy that will enable new private degree-granting post-secondary institutions to become formal members of the B.C. Transfer System.

- *Expansion of responsibilities due to the devolution of C2T2 & CEISS*

  The closures of the Centre for Curriculum, Transfer and Technology (C2T2) and the Centre for Education Information (CEISS) presented several challenges for BCCAT. The Council has worked closely with both organizations, and relied upon them for service in several areas. In addition, their closures leave BCCAT as one of the few system-wide agencies able to respond to issues, and to provide support for system initiatives.

3.2 Transfer Facts & Figures

The B.C. Transfer System is designed to allow students to pursue their first year or two of academic or applied study at a community college, a university college or an institute and have this work recognized by a degree-granting institution towards the completion of a Baccalaureate degree. Additional transfer routes are also possible (*e.g.* from college to college, university to university, etc.). The BCCAT *Online Transfer Guide* lists equivalencies for first and second year courses taken at 25 "sending" institutions, transferring to 12 "receiving" institutions.[1] This information is available in two formats: a searchable online database and downloadable tables for each institution in Portable Document Format (PDF).

- The *Online Transfer Guide* contains a course-to-course database of equivalencies for Business Management, Early Childhood Education and Applied Business Technologies Programs in B.C., as well as information about flexible transfer agreements. There is new information this year about Early Childhood Education, Applied Business Technology and Music.

- Also included in the *Online Transfer Guide* is transfer information for International Baccalaureate, Advanced Placement and Adult Basic Education programs, a comprehensive section on transferring with an Associate Degree, and a "Transfer Help" menu.

- Having taken seven years to reach a million visits (November 2002), the website will reach the 1.5 million milestone by the summer of 2004. The "Search by Sending Institution Course" and "Search by Receiving Institution Course" pages remain the two most popular pages.

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[1] While all institutions send and receive students, they are identified in the *Online Transfer Guide* as either primarily "sending" or "receiving" institutions, and in some cases both, based on their major role.

- An online Transfer Credit Evaluation System has been developed to allow institutions to submit transfer evaluation requests to the appropriate receiving institutions. Currently, all sending and receiving institutions in the B.C. Transfer System use this electronic system, with over 10,850 articulation agreements established since the system was launched in June, 2002.

- The Transfer Guide Coordinator responds to numerous email queries each year, including an increasing number of queries from outside B.C. and from outside Canada.

- Students moving among member institutions in the B.C. system report high levels of transfer satisfaction. Of the respondents to the 2003 B.C. College and Institute Outcomes Survey who expected to transfer credits, 85% said they were satisfied or very satisfied with their transfer experience. This compares with a figure of 88% in 2002 and 86% in the 2000 survey.

Online Transfer Guide Statistics Comparison

The change in activity reflected in the *Online Transfer Guide* database over previous years is highlighted in the following table.[2]

	March 31, 2002	March 31, 2003	March 31, 2004
Number of individual "sending" institution courses	7,386	7,669	8,146
Number of active course transfer agreements (agreements with either no official end-date or an end-date after March 31, 2004)	47,281	50,172	52,248
Number of transfer agreements per course	6.4	6.5	6.4
Number of Block Transfer arrangements	605	602	774
Number of changes made to the database records	5,510	6,427	7,227
Number of grandparented course transfer agreements[3]			20,900
Total number of agreements in the Transfer Guide (including active and grandparented agreements)			73,148

[2] These numbers provide a "snapshot" as of the end of each fiscal year, with the exception of the number of changes made to the database records, which is a cumulative total for the twelve-month period.

[3] Course transfer agreements with an end-date prior to March 31, 2004, for which transfer credit is still available.

3.3 Recent Research Findings

BCCAT regularly sponsors research projects designed to assess the transfer system effectiveness, and to examine issues pertaining to post-secondary admissions. Details of a study conducted in 2003-2004 by the University of British Columbia are highlighted here.

The Class of 1996 Five Years after Graduation: Comparing B.C. University Outcomes for Direct Entry and Transfer Students

Using data from the 2001 B.C. University Baccalaureate Graduate Survey, this study examined and compared the educational, personal, and work outcomes of transfer students and direct entry students. The results confirm the positive impact of a baccalaureate education, regardless of whether entry is via college transfer or is directly from high school. Five years after degree completion both groups have remarkably similar outcomes. Some differences were revealed in areas of education, financing and debt, further education, and occupational types, requiring more research for a complete explanation.

Key findings about the survey participants are as follows:

- Overall, 53% had entered university directly from high school; 47% had entered via a B.C. college, university college or institute.
- Approximately 60% were female, with college graduates being, on average, 2.8 years older.
- Most completed bachelor degrees in the Social Sciences, the college transfer group to a greater extent (37% compared to 28% of direct entrants). About 3 times more direct entrants than college transfers completed degrees in Computing Science, the Life Sciences or Physical Sciences.
- 96% were satisfied with their university education, yet fewer participants (72%) said they would select the same program again. Reasons cited included a lack of career opportunities and difficulty finding a job (30% of direct entrants; 33% of college transfers) and changed interests (26% of direct entrants; 21% of college transfers).
- Five years after graduation:
  - about 90% of both groups had taken some form of further education (more direct entrants – 23% – were pursuing another university degree, compared to 18% for college transfers);
  - of those continuing their studies, more direct entrants were doing so full-time (47% vs. 33%).

- More college transfer students:
  - used student loans as their primary funding source (32% vs. 16%); and
  - incurred some debt in completing their degree (55% vs. 35%). Of those who did, the average debt load was about $5,500 higher than for direct entrants.
- College transfers had lower unemployment rates than direct entrants (3.2% vs. 4.1%).
- Of respondents who had chosen not to work, more college transfers were caring for children full-time (19% vs. 10%), or on a leave/maternity leave (17% vs. 9%).
- Direct entrants had slightly higher salaries, though the disparity is small.
- A higher percentage of college transfers held more than one job (17% vs. 12%).
- Both groups showed a high level of social engagement, with college transfers volunteering more in the year prior to the survey (59% vs. 55%), and about ¾ of both groups making charitable donations the previous year. College transfers credited their university education with motivating them to volunteer more so than direct entrants (44% vs. 38%).

4. ADMISSIONS

4.1 Admissions Committee

Within the context of a decentralized system of autonomous institutions, the Admissions Committee provides expert advice to BCCAT and examines issues pertaining to capacity, demand, and student mobility, and recommends policies and practices that facilitate the admission process for direct entry and transfer students within the B.C. post-secondary system.

Committee Members:

Dr. James Cooke (Chair)	*Vice President, Student & Institution Support* *Capilano College*
Ms. Cheryl Dahl,	*Director, Student Services* *University College of the Fraser Valley*
Mr. John De Grace	*Registrar, University of Northern British Columbia*
Mr. David Glen	*Associate Administrative Registrar* *Undergraduate Admissions & Records* *University of Victoria*
Mr. Bob Harris	*Counselling Coordinator* *College of New Caledonia*
Dr. Paul Harrison	*Associate Dean of Science* *University of British Columbia*
Dr. Greg Lee	*President, Capilano College*
Ms. Donna Moroz	*Counselling Department Head* *Prince of Wales Secondary School*
Dr. Peter Ricketts	*Vice President, Academic* *Okanagan University College*
Ms. Kate Ross	*Registrar & Director of Student Services* *Camosun College*
Mr. Walter Sudmant	*Director of Planning & Institutional Research* *University of British Columbia*
Dr. Diane Whiteley	*Director of Admissions & Records* *Simon Fraser University*
Ms. Jessi Zielke	*Executive Director, Career Education Society*

4.2 New Focus on Admissions

As part of the expanded mandate of Council in 2003-2004, BCCAT received funding to begin focusing on the area of admissions to post-secondary institutions and on the development of reliable measures of access and student mobility. BCCAT is interested in addressing admissions issues because opportunities for students to move among and be admitted to institutions are integrally linked to their ability to transfer credit.

Work on admissions-related projects began in earnest with the hiring of a second Associate Director in September 2003. BCCAT consulted with representatives of the post-secondary system to develop the Terms of Reference for the Admissions Committee. The Interim Terms of Reference were approved by Council at its October 3, 2003 meeting, and the Admissions Committee was formed shortly thereafter. The Committee has finalized its Terms of Reference and developed a 2004-05 Work Plan for Council's consideration. The work of the Committee will evolve with full recognition of the importance of institutional autonomy and the governance and decision-making processes inherent at each institution.

The Committee's objectives with respect to admissions include recommending areas in which institutions might agree to cooperate in developing admissions policies and practice, disseminating comparative information, initiating research, examining issues related to online learning and secondary/post-secondary transitions, and providing advice on how all institutions might share information on enrolment planning and forecasting. The Work Plan involves a variety of research projects, including an examination of current and potential applications of the Personal Education Number (PEN) and of the feasibility of expanding studies on applications, admissions, and registrations to a larger set of post-secondary institutions.

5. TRANSFER & ARTICULATION

5.1 Transfer & Articulation Committee

The Transfer and Articulation Committee reviews and approves all Transfer Innovations (TI) and Transfer and Articulation Projects (TAP), and any relevant research projects. The Committee approves all new articulation committees, convenes the annual meeting of Articulation Chairs and System Liaison Persons, assists with the resolution of transfer controversies, and provides advice to Council on matters related to public/private articulation and the expansion of the B.C. Transfer System.

Committee Members:

Dr. David Leeming (Chair)	*Professor of Mathematics & Statistics* *University of Victoria*
Ms. Karen Evans	*Dean, Community Access* *Business & information Technology* *University College of the Fraser Valley*
Dr. Martin Gerson	*Dean of Instruction, Langara College*
Dr. Louis Giguére	*Interim Provost and Dean of Arts & Science* *B.C. Open University*
Dr. Neil Guppy	*Associate Vice President, Academic Programs* *University of British Columbia*
Dr. Marvin Krank	*Associate Vice President (Academic)* *Okanagan University College*
Mr. Alistair McVey	*Campus Principal, North Island College*
Dr. Ellen Petticrew	*Professor of Geography* *University of Northern British Columbia*
Ms. Kathleen Pinckney	*Dean/Senior Instructional Officer, Selkirk College*
Ms. Margarita Reyes	*Student, Kwantlen University College*
Dr. Trevor Toone	*Principal, Columbia College*

5.2 Transfer Innovations Projects

Transfer Innovations (TI) projects are undertaken by articulation committees with funding provided by BCCAT. Projects focus on a particular program or discipline and are designed to improve transfer by recommending innovative approaches or providing better information on transfer options and pathways within that subject area. Two TI projects were completed this year.

- *Applied Business Technology / Office Administration (ABT/OA) – Descriptive Pathways*

  Under the coordination of the ABT/OA Articulation Committee, this project involved the development of a transfer matrix outlining ABT/OA courses and pathways available throughout B.C. Whereas previously, students had been required to apply for transfer on an individual, case-by-case basis, this new matrix enables students to access transfer information directly, and facilitates institutions evaluating course transferability. The final report is available at: http://www.bccat.bc.ca/articulation/projects/ABTPathways.pdf.

- *Early Childhood Education (ECE) - Course Equivalencies*

  The ECE Articulation Committee was responsible for this project, the development of course equivalency matrices for Early Childhood Education courses. The matrices detail transfer agreements between public post-secondary and Continuing Education ECE programs, and include both Basic and Post-Basic levels of education. Transferable courses are divided into the following six content areas: Child Development, Professional Practice, Practicum, Children with Exceptionalities, Infant and Toddler, and Professional Practices. The matrices are available at: http://www.bccat.bc.ca/otg/program/ece/index.html.

5.3 Transfer & Articulation Projects

Through the Transfer & Articulation Project (TAP) Fund, BCCAT supports and coordinates projects that improve transfer but do not fit the criteria outlined for TI projects. TAP projects normally focus on the development of information resources (such as brochures or websites). This year, one TAP-funded project was completed.

- *Tourism Education (Poster/Brochure)*

  This project, coordinated by the Centre for Curriculum, Transfer and Technology, involved re-designing a brochure entitled *A Career in Tourism, Tourism Career Pathways*. Funded jointly by BCCAT and the Ministry of Advanced Education (through a Provincially Initiated Curriculum grant), the brochure provides information on relevant certificate, diploma, and degree programs, as well as industry training opportunities. Print copies have been distributed widely.

5.4 Articulation Project Publications

Two publications this year provided information to the system about the new transfer possibilities resulting from TI and TA projects. The first is an "Advisor", a special-purpose publication designed for students and advisors, entitled *Beyond Course-to-Course: New Information in Program Transfer*. It outlines where in the *Online Transfer Guide* to locate information on transferring between specific programs at different institutions. The second, a "Special Report", entitled *Articulation Committees Move Transfer in New Directions*, is targeted at faculty and articulation committee members who might be interested in undertaking a transfer project.

5.5 Articulation Costing Project, Phase II

This report is a follow-up study from a pilot conducted in 2002-03. It examines the costs involved with articulation, both to individual institutions and to the post-secondary system as a whole. Although not intended as a definitive study, this report is a useful resource for identifying specific and general costs associated with the articulation of courses and the work of articulation committees. The project was led, and the report authored, by contractor Jeremy Jarvis. It is available on the BCCAT website at: http://www.bccat.bc.ca/publications/artcosting.pdf.

5.6 "How to Articulate" Handbook

Work is proceeding on the first edition of this new handbook, designed as a resource for faculty and others who are charged with assessing courses and assigning transfer credit. A first draft has been produced for internal review, and a plan for consultation is underway. This project will be completed in 2004-05.

5.7 Provincial Course Outline Project

The decision to embark on this project was based on feedback from receiving institutions that indicated that the most common reason for denial of articulation was that the course outline did not contain sufficient information to assess equivalency. This project is underway, and a draft outline has been produced. The contractor leading this project is Terry Hood. *(See the following page for a list of the Course Outline Project Advisory Committee members.)*

Members of the Course Outline Project Advisory Committee:

Ms. Jean Ballard	*Department Head* *Social Cultural & Media Studies* *University College of the Fraser Valley*
Dr. Robert Cameron	*Associate Dean for Undergraduate Studies & Computing, and Professor of Computing Science* *Simon Fraser University*
Dr. Margery Fee	*Associate Dean of Arts, (Students)* *University of British Columbia*
Mr. Bruce Kadonoff	*Head, Mathematics Department* *Coquitlam College*
Ms. Pamela Lin	*Associate Director, Undergraduate Programs* *Sauder School of Business, UBC*
Ms. Marnie McFarlane	*Publications/Articulation Coordinator* *Kwantlen University College*
Dr. Graham Rodwell	*Dean of Humanities & Social Sciences* *Douglas College*
Mr. Jonathan Rouse	*Convenor, Tourism Management Programs* *Capilano College*

5.8 Annual Meeting of Articulation Committee Chairs/Co-Chairs & System Liaison Persons

On February 13, 2004, more than 120 participants attended the Annual Meeting of Articulation Committee Chairs/Co-Chairs and System Liaison Persons (SLPs). The program included a presentation on the history of articulation and transfer in B.C. by Associate Director Devron Gaber, a session on how to make articulation committee meetings work even better (with participation by experienced Chairs and SLPs), and concurrent opportunities to review the proposed provincial course outline template and provide feedback or to meet with a representative of the new Industry Training Authority. The morning concluded with a presentation on *Sustaining the Transfer System* by Executive Director Frank Gelin.

Following lunch a panel, chaired by Jennifer Orum (Coordinator, Special Projects), presented highlights from five successful Transfer Innovations Projects. The afternoon finished with a presentation by Associate Director Finola Finlay on the "How to Articulate" Handbook. Many of the evaluation forms indicated that this year's session was "the best yet" and each one of the sessions was chosen by some participants as the "most interesting/relevant" of the day A date has already been set for the meeting in February 2005.

5.9 Public/Private Articulation

BCCAT's expanded mandate includes responsibility for coordinating articulation between private and public institutions. Accordingly, BCCAT has been active in 2003-04 on a number of fronts relevant to this new role.

5.9.1 Degree Quality Assessment Board (DQAB)

The Executive Director sits on the DQAB as a non-voting resource person. Staff members provide support and feedback on DQAB documents, and on degree proposals, with special emphasis on those aspects related to articulation and transfer.

5.9.2 Articulation with Private Degree-Granting Institutions

BCCAT conducted a consultation with all current members of the B.C. Transfer System to solicit responses to a proposal to facilitate articulation for those private institutions approved through the DQAB quality assessment process to offer degrees in B.C. General approval was universal, although some caveats were expressed. The Council considered all the responses and passed the following motion at its March 5th, 2004 meeting:

> *Motion: On the basis of the recommendation of the Transfer & Articulation Committee (TAC), to accept for admission to the B.C. Transfer System a private or out-of-province degree-granting institution provided that:*
>
> - *the institution has undergone the DQAB quality assessment process with a positive outcome;*
> - *the Minister has given consent to the institution to offer a degree program in B.C.;*
> - *the approval to request articulation is only for those degree programs with ministerial consent; and*
> - *the institution agrees to accept and abide by the Principles and Guidelines for Transfer and other norms of the B.C. Transfer System.*
>
> *While a decision to articulate rests with the receiving institutions, any institution that declines to articulate should provide a sound rationale for its decision, and indicate to the sending institution what deficiencies or barriers must be addressed before it can re-apply.*

This motion represents a major new policy initiative for B.C. with regard to articulation with private degree-granting institutions. BCCAT will now develop suggested processes to implement this expansion of the Transfer System, and will further examine the cost implications of such articulations. There is still no clear policy in the area of articulation with private career (certificate and diploma) programs, and the Council will consider this issue next year.

5.9.3 *Information Requests Regarding Public/Private Articulation*

BCCAT staff responded to numerous phone calls and emails requesting information on matters relating to public/private articulation. In fact, the provision of information on this topic demands increasing staff time year over year. While these inquiries came most often from private institutions, several requests for information and assistance also came from within the B.C. Transfer System. In addition to providing information and assistance, this year staff made a presentation on the topic of public/private articulation at the National Association of Career Colleges, and attended, as resource persons, the information sessions hosted by the DQAB. Staff also met with the Executive of the B.C. Association of Career Colleges, with administrators and faculty at Canadian International College regarding the Associate Degree, and with the Principal of Richmond International College. Staff also had several meetings with BCIT personnel regarding the Credential Review Service.

5.9.4 *Private Institutions and the Associate Degree*

BCCAT staff responded to a request from the Ministry for information about the history of the Associate Degree, and provided assistance on their consideration of a request from a private institution to offer Associate Degrees in applied areas of study. In addition, extensive advice was provided to the Degree Quality Assessment Board on the criteria and procedures that could be employed when private or out-of-province institutions seek consent to offer Associate Degrees.

5.10 Associate Degree as a Transfer Credential

Although BCCAT is not the official "manager" of the Associate Degree, by default it has fallen to the Council to deal with all or most issues pertaining to this provincial credential. The Associate Degree is awarded special transfer credit at all B.C. universities and university colleges. For a description of institutional transfer policies, go to: http://www.bccat.bc.ca/otg/associate/transferwith.html.

Each year the Council receives and responds to numerous inquiries, such as requests for advice on institutional policy, or clarification of requirements, and this year was no exception. As a consequence of the number of queries that have been received over the past few years, BCCAT prepared a Q & A page answering 25 frequently asked questions about Associate Degree requirements and related transfer questions. It is located at: http://www.bccat.bc.ca/otg/associate/associatedegreeqa.html.

5.11 Transfer Credit Disputes and Other Transfer Issues

Council staff spent considerable time in mediating transfer credit disputes which were brought to their attention. The first concerned proposed changes to the curriculum of a program at a large receiving institution, and the impact those changes would have on the sending institutions. BCCAT staff organized and chaired a teleconference meeting to discuss possible resolution strategies, and subsequently made a presentation at a forum hosted by the receiving institution. The dispute appears to have been resolved to the satisfaction of all parties.

A second dispute concerns entry standards for ESL students into first year university English, and the perceived differences in those standards at two specific institutions. In the case of the first institution, staff convened a meeting of all parties and gained agreement on strategies towards resolution. However, discussion is ongoing, and this issue appears to have wider implications than a dispute between individual institutions. More consideration of longer term solutions is necessary, and these are currently being pursued. In the case of the second institution (not a member of the B.C. Transfer System), a meeting has been arranged, but has not yet taken place.

BCCAT responded to a request from SFU to assist in communicating as widely as possible with the B.C. Transfer System about their proposed new undergraduate curriculum requirements, as these requirements will have consequences for articulation relationships. Representatives from SFU attended meetings of the TAC and Council, and BCCAT provided extensive feedback on the proposed changes.

6. RESEARCH

6.1 Research Committee

The Research Committee identifies specific research projects that support the Council's mandate and objectives and that can provide useful answers to questions integral to measuring student mobility and the transfer effectiveness of B.C.'s post-secondary system. In addition, research committee members act as peer reviewers for commissioned research reports. This often involves many hours of detailed reading and critiquing before a report is finalized.

Committee Members:

Dr. Roger Blackman	(Chair until August 2003) *Associate Dean of Arts, Simon Fraser University*
Dr. Bill Krane	(Chair since September 2003) *Associate Vice President, Academic* *Simon Fraser University*
Ms. Kathleen Bisgby	*Director, Institutional Analysis & Planning* *Kwantlen University College*
Dr. Rod Church	*Director of Institutional Research* *Malaspina University College* *(retired March 1, 2004)*
Ms. Nancy Clegg	*Professor, Economics Department* *Kwantlen University College*
Mr. Bob Cowin	*Director, Institutional Research* *Douglas College*
Dr. Walter Wattamaniuk	*Director of Analytical Studies* *Simon Fraser University*

Working with the Research Committee, Council staff dedicates a considerable amount of time to the development, publication and dissemination of a significant number of research publications. An annotated bibliography of BCCAT research detailing reports published since 1994 is available at: http://www.bccat.bc.ca/pubs/biblio.pdf.

6.2 Research Projects Completed in 2003-2004

6.2.1 Research Results: 2002 Admissions & Transfer Experiences of Students Continuing Their Studies in B.C.

This newsletter is a synopsis of the full report published in March 2003 which detailed the admissions and transfer experiences of students transferring within the B.C. post-secondary system having participated in Arts, Science, or Applied programs in community colleges, university colleges, or institutes. Available for viewing at: http://www.bccat.bc.ca/pubs/rr_apr03.pdf.

6.2.2 The Class of 1996 Five Years after Graduation: Comparing B.C. University Outcomes for Direct Entry and Transfer Students

- by Cheryl Dumaresq, Ashley Lambert-Maberly, and Walter Sudmant, Planning and Institutional Research, UBC (April 2003, 40 pages).

This report was prepared by the Planning and Institutional Research Office, UBC, with support from the Ministry of Advanced Education and the University Presidents' Council. It details the findings of a survey of 3,468 university graduates, five years after graduation, who had been admitted to Simon Fraser University (SFU), the University of British Columbia (UBC), the University of Victoria (UVic) or the University of Northern British Columbia (UNBC), either directly from secondary school or as a college transfer student. Questions focused on overall academic experience, further education beyond the bachelor's degree, funding and debt load, graduates' labour market experience, and their social engagement. The outcomes for each group are analyzed and compared. The full research report was completed in April 2003 (available at: http://www.bccat.bc.ca/pubs/univoutcomes.pdf), followed by a brief *Research Results* synopsis which was completed in May 2003 (available at: http://www.bccat.bc.ca/pubs/rr_may03.pdf).

6.2.3 B.C. Post-Secondary Admissions Information: High School Counsellor Perspectives

- by Jennifer Orum, Coordinator, Special Projects, BCCAT. (Completed March 2003; Published October 2003, 31 pages).[4]

Acting on information which suggested that there may be a need for an integrated description of various admissions requirements for B.C. post-secondary institutions, BCCAT undertook a survey of high school counsellors to ascertain their perceptions regarding the availability of clear information on post-secondary institutional and program admission criteria. This report details the information received from this survey, identifies some major issues, and makes recommendations for addressing those issues and gathering further information. The recommendations made in this report have been forwarded to the Admissions Committee of Council and have been considered in the development of the 2004-05 Work Plan. Available for viewing at: http://www.bccat.bc.ca/pubs/admissioninfo.pdf.

[4] This report was completed in March 2003, but, for various reasons, publication was delayed until October 2003.

6.2.4 *Articulation Costing, Phase II*

- by J. Jarvis & Associates (March 2004, 30 pages)

This report, the first of its kind, considered the costs involved with articulation, both to individual institutions and to the post-secondary system as a whole. Although not intended as a definitive study, this report yields information useful for identifying specific and general costs associated with the articulation of courses and the work of articulation committees. Completed in March 2004, it is available at: www.bccat.bc.ca/publications/artcosting.pdf.

6.2.5 *A Working Paper: Analysis of Applications, Admissions and Registrations of Applicants to B.C. Universities and University Colleges from Secondary Schools, Colleges, and University Colleges in B.C., 2002-2003*

- by Joanne Heslop, Office of Analytical Studies, Simon Fraser University & Devron Gaber, Associate Director, BCCAT. (March 2004, 51 pages.)

BCCAT received support from the universities and university colleges to expand the university applicant study, undertaken by SFU on behalf of BCCAT for the year 2001-02, to include applicants to B.C.'s five university colleges. Funding was received from the Ministry of Advanced Education to undertake this study. This study used unduplicated headcount data to determine how many applicants applied to, were qualified for, received an offer from, and actually registered, at five universities and five university colleges in B.C. The study included both secondary school and transfer student applicants.

Completion of this particular study required considerable time and effort on the part of BCCAT in order to address institutional concerns about the difficulty of interpreting pooled applicant data from the universities and university colleges, given the very different admissions policies and practices that are employed in each sector. This paper was completed and distributed electronically in March 2004. Available at: http://www.bccat.bc.ca/pubs/applicants0203.pdf.

6.3 Research Projects Currently in Progress

6.3.1 *Academic Performance of Transfer and Direct Entry Students*

The Office of Analytical Studies at SFU has just completed a full draft report which attempts to determine to what degree any observed differences in academic performance at university between B.C. college transfer students and those entering directly from high school can be attributed to differences in high school grades obtained by these two groups. This report is expected to be published in Spring 2004.

6.3.2 *University Colleges as Transfer Receiving Institutions*

A Study of University Colleges as Transfer Receiving Institutions was designed as a multi-year undertaking. A preliminary report exploring the available data, recommending ways to proceed with an analysis, and exploring a reporting format was completed in 2001-02. A report on university college graduates based on at least three years' worth of data is presently being prepared and is expected in 2004.

6.3.3 *Student Profile Reports*

For a number of years now, B.C.'s largest research universities have been preparing transfer student profile reports for the Council. These reports include detailed demographic information about transfer students entering each university, including the number of transfer students, where they transferred from, number of credits transferred, programs entered, and performance after transfer. Academic performance of transfer students is also compared to that of direct entry students. These reports also contain some data regarding students who enter the university with some college experience, but are technically non-B.C. College Transfers.

Three universities (SFU, UVic and UNBC) are currently in the process of preparing five-year transfer student profile reports which update the data previously collected and published. (The University of British Columbia is planning to undertake its own transfer student profile study with no funding from BCCAT. That report is expected to include course level data on the performance of transfer students in order to provide feedback to sending institutions.)

(i) Simon Fraser University

Simon Fraser University will update its last report by adding an additional four years' worth of data. In addition to the collection and reporting of data as described above, this report will include inter-college comparisons for students admitted with a B.C. Associate Degree where appropriate. *The Profile of B.C. College Transfer Students Admitted to Simon Fraser University, 1998-99 to 2002-03* is expected to be completed in late Spring 2004.

(ii) University of Victoria

Like SFU, the University of Victoria is in the process of undertaking a transfer student profile report for the Council which updates its last report by adding an additional four years worth of data. *The Profile of B.C. College Transfer Students Admitted to the University of Victoria, 1998-99 to 2002-03* is expected to be completed in late Spring 2004.

(iii) University of Northern British Columbia

The University of Northern B.C. has just completed the draft of its third transfer student profile report for the Council. *The Profile of B.C. College Transfer Students Admitted to the University of Northern B.C. in 2000-01* will include detailed demographic information about transfer students entering UNBC. The final report is expected to be posted to the BCCAT website in Spring 2004. In addition to this web-based report, UNBC is in the process of undertaking a five year transfer student profile report which will add an additional two years' worth of data to that previously collected. *The Profile of B.C. College Transfer Students Admitted to the University of Northern B.C., 1998-99 to 2002-03* is expected to be completed in late Spring 2004.

6.3.4 Using Student Personal Education Numbers (PENs) to Measure Student Mobility

In 2002-2003, BCCAT explored, with various representatives of the educational system, the feasibility of implementing a pilot project to measure student mobility into and between our post-secondary institutions. The capacity to integrate data from the university sector with the other sectors was unknown; therefore it was concluded that further study was required before such a project could be undertaken. This item was referred to the Admissions Committee of Council for its consideration in recommending an overall Work Plan involving research pertaining to admissions. The Committee has proposed a project that would examine the existing and potential use of the PEN to assist in research on applicant flows and student mobility. It is expected that work on this project will be conducted in 2004-2005 as part of the Work Plan.

7. INFORMATION SERVICES & COMMUNICATION

7.1 Publications Committee

The Publications Committee provides advice to staff about system communications. In addition, committee members review all Council publications, including brochures, newsletters, research summaries, and other information on a variety of topics related to articulation, admissions, and transfer. This provides a vital "last check" before any publication is finalized and distributed.

Committee Members:

Dr. Bob Brown
Co-chair of council, retired from Simon Fraser University.

Dr. Lorna McCallum
Dean, Language, Literature & Performing Arts, Douglas College.

As well, the Transfer and Articulation Committee, the Admissions Committee and the Research Committee are involved in all publication and communication activities specifically related to their Terms of Reference.

7.2 Principal Information Services

BCCAT's Information and Communication services are varied and most are offered in both print and online formats. Two websites, *BCCAT Online* and *Opening Doors*, lie at the heart of the Council's communication strategies, and are supported by a range of publications. Each publication is tailored to a specific purpose and audience. The list includes short, non-technical information pieces about aspects of the Council's work, special reports designed to encourage participation in specific projects or seek system feedback, general newsletters, advisory bulletins, and full reports on research initiatives. While most publications are detailed in other places throughout this Annual Report, this section will begin with a description of the work of the Publications Committee and then deal with the three major information services: *BCCAT Online* and the *Online Transfer Guide*, *Opening Doors*, and *B.C. Transfer TIPS*.

7.3 The Online Transfer Guide

This has been a challenging year for the *Online Transfer Guide*, due to the sudden illness of the Transfer Guide Coordinator, Raymond Bendall. Since Raymond has been unable to resume his duties, and BCCAT lacked in-house technical expertise necessary to maintain a database and website, it was necessary to find a contractor who could, on short notice, take over the functions of the Transfer Guide Coordinator. The Centre for Education Information (CEISS) provided outstanding support in this difficult situation, and immediately undertook the work, with advice and supervision from BCCAT staff. However, as CEISS was devolving, BCCAT moved the contract after

four months to a private firm, OA Solutions in Victoria. OA Solutions provided reliable and expert services, continuing the good work of CEISS.

The contracting solution, although providing excellent service in the short term, was a considerable drain on BCCAT's budget. In order to provide longer term stability, and to allow for greater cost control, BCCAT decided to hire an in-house Transfer Guide Coordinator. This was accomplished in December 2003, and the new Transfer Guide Coordinator, Michael Winsemann, joined the staff in February. Mike has assumed all duties formerly performed by Raymond, except for those associated with desktop publishing and print design. He also provides technical support for Opening Doors.

Despite the challenges presented this year, the *Online Transfer Guide* was maintained, and the annual and biennial cycles of change, as well as the bi-weekly postings of course-to-course changes, were done either on time or shortly after their normal target dates.

7.4 Opening Doors

In July 2003, BCCAT submitted an Expression of Interest to the Ministry of Advanced Education (AVED) regarding taking over responsibility for the Opening Doors educational planning resource. Opening Doors is an online searchable database which provides admissions and other information on 1900 programs at B.C.'s public post-secondary institutions. BCCAT felt that Opening Doors was an excellent resource for potential students and would be a good fit with BCCAT's increased focus on admissions. Opening Doors had been managed by the Centre for Education Information (CEISS), but CEISS services were devolved to other organizations. In September, BCCAT began working with AVED and CEISS to arrange the smooth transition of Opening Doors.

BCCAT became fully responsible for Opening Doors and its budget in January 2004. The transition of the website to BCCAT went very smoothly with only a few minor glitches and no disruption in services to the users. BCCAT has contracted with Pardy and Associates for content management, and with Bayleaf Software Inc. for technical support services and website hosting required to keep the resource functioning and current. An Opening Doors Advisory Committee has been formed, chaired by Associate Director Devron Gaber.

Based on advice from the Advisory Committee and from users of the resource, a Work Plan was developed for 2004-05 and has been submitted to AVED. The Work Plan describes a number of planned enhancements to Opening Doors that will be carried out by BCCAT within the same budget level as was provided in 2003-04. *(See the following page for the list of Advisory Committee members.)*

Members of the Opening Doors Advisory Committee:

Ms. Christina Chow	*Admissions Advisor, Langara*
Mr. Paul Lukaszek	*Coordinator, Careers & Transitions* *Student Transition Standards Branch* *Ministry of Education*
Ms. Kathryn Macdonald	*Communications Manager* *Ministry of Advanced Education*
Ms. Marijke Merrick	*Career Development Coordinator* *Delta School District*
Ms. Linda Pardy (non-voting)	*Pardy & Associates*
Ms. Heather Roberts	*Admissions Recruiter* *Simon Fraser University*
Ms. Kathy Stephens	*Economist, Accountability Branch* *Ministry of Advanced Education*
Mr. George Tomes (non-voting)	*Bayleaf Software Inc.*
Ms. Kathy Weninger	*Career Programs Coordinator/Counsellor* *George Elliott Secondary School*
Ms. Julie Williams	*Manager, Research Initiatives Unit* *Public Institutions Branch* *Ministry of Advanced Education*

7.5 B.C. Transfer TIPS: Transfer Information for Post-Secondary Success

B.C. Transfer TIPS is a practical resource, targeted at first year post-secondary students, which explains how the credit transfer process works in British Columbia. This publication has been distributed annually since 1999 to all post-secondary institutions listed in the *B.C. Transfer Guide*. This year 36,500 copies were distributed free of charge to all post-secondary institutions in the B.C. Transfer System. along with 20,000 bookmarks.

The U.S. states of Indiana and Kentucky requested, and were granted permission, to use *B.C. Transfer TIPS* content in their respective jurisdictions.

7.6 B.C. Transfer TIPS Facilitation Guide

The revised, second edition of this resource continues to be made available on *BCCAT Online* and is targeted at Career and Personal Planning teachers, career guidance professionals, and high school counsellors. It contains numerous student exercises, case studies, a crossword puzzle, and suggestions for portfolio and other activities, which can be used as classroom exercises or independently by students. The Facilitation Guide is listed as one of a number of web-based resources in the Teachers' Corner of the Opening Doors website (http://openingdoorsbc.com/teacher/links.cfm), which itself is a recommended resource in the new Planning 10 secondary school curriculum.

7.7 BCCAT Fall Newsletter

The regular Fall newsletter, highlighting current items of general interest, was published in October 2003 and widely distributed.

8. COLLABORATION

8.1 Within the Province of B.C.

8.1.1 Institutional Contact Persons Committee

The Institutional Contact Persons (ICP) Committee is composed of one primary and one secondary representative from each institution in the B.C. Transfer System. The annual meeting of the ICPs was held May 2, 2003, with approximately 50 persons attending. This is BCCAT's annual opportunity to meet in person with those individuals who are responsible for providing advice to BCCAT on the administrative side of transfer, providing and vetting information on all transfer agreements, and acting as a conduit for transfer-related information between BCCAT and institutions in the B.C. Transfer System.

However, communication with institutions is not confined to once a year, but is ongoing. Every year numerous inquiries are answered about a wide variety of topics. Institutions often consult BCCAT when they suspect there may be transfer implications for new policies or where they are unsure of appropriate process. Sometimes responding to these inquiries involves extensive research, and/or consultation. However, BCCAT staff members are pleased to be able to provide this service as a value to the system, and endeavour to answer all inquiries as accurately and promptly as possible.

Examples of topics this year include: definitions and articulation of "liberal studies" courses; differences in credit values between programs; transfer implications for upper level courses in new degree programs; policy for upper level articulation; definitions and processes relating to applied degrees; direct linkages from institutional calendars to the *Online Transfer Guide*; policies and processes related to articulation committee meetings; developing diploma options in academic areas; institutional status within B.C. Transfer System; residency requirements; developing institutional policy on instructor qualifications; definition of humanities vs. social sciences; issues related to credentials and credentialing; block transfer policy and processes; tardiness in articulation.

As in previous years, the Council's 16-seat meeting room was accessed by a wide variety of groups and organizations connected with the post-secondary and K-12 sectors of the public education system. This represents a considerable convenience to our colleagues in education, and provides system-wide cost savings.

8.1.2 Ministries, Agencies, Groups & Organizations in B.C.

During this fiscal year, Council staff members interacted with most of the agencies, organizations and committees that serve the B.C. post-secondary system. In the case of some committees, the Executive Director or an Associate Director attends all or most meetings, or sits as an associate member. In such cases, BCCAT staff members frequently contribute heavily to agendas and, in turn, the system committees provide BCCAT with excellent advice and cooperation. In other cases, joint projects or extensive collaboration occurs and, in some cases, contact is on an "as needed" or "as requested" basis.

This year, some of the major areas of consultation with these system groups included: relationship of trades articulation committees to the new Industry Training Authority; articulation with private degree-granting institutions; articulation with private career colleges; transfer of online courses; annual college outcomes survey; use of Personal Education Numbers (PENS) for research purposes; devolution of C2T2 and CEISS, including numerous details related to BCCAT's mandate; secondary school representatives on articulation committees; discussion of the new secondary school graduation requirements; and discussion of a potential common grading system. Consultation occurred with the following groups:

- Academic & Career/Technical Deans & Directors
- B.C. Association of Trades & Technical Administrators (BCATTA)
- BCcampus Implementation Steering Committee
- B.C. College Presidents
- B.C. Institutional Researchers & Planners (BCIRP)
- B.C. Credit Review Service (CRS)
- B.C. Registrars Association (BCRA)
- Canadian Federation of Students, B.C. Component (CFS)
- Centre for Curriculum, Transfer & Technology (C2T2)
- Centre for Education Information, Standards & Services (CEISS)
- Centre for Higher Education and Training (CHET)
- Certified Management Accountants of B.C. (CMABC)
- Degree Quality Assessment Board (DQAB)
- Industry Training Authority (ITA)
- Ministry of Advanced Education (AVED)
- Ministry of Education (MoE)
- Opening Doors Steering Committee & Project Team
- Outcomes Working Group (OWG)
- Senior Academic Administrators' Forum (SAAF)
- Senior Educational Services Officers Committee (SESOC)

- The University Presidents' Council (TUPC), including its 2003 B.C. Higher Learning Symposium
- University Colleges of British Columbia (UCBC)
- University Institutional Research Directors
- University Vice-Presidents' Academic Committee (VPAC)
- Vancouver Board of Trade

8.1.3 BCcampus

As part of its expanded mandate in 2003-04, BCCAT has begun working with BCcampus as a collaborative approach to the development and delivery of online courses and programs. BCCAT staff worked with BCcampus staff to develop a Framework for Collaboration agreement between the two organizations. The Framework includes a number of areas of work in which the two agencies will cooperate with respect to admissions and transfer and the implementation of BCcampus. An Associate Director from BCCAT is also a member of the BCcampus Implementation Steering Committee. *(See Appendix B for the Framework for Collaboration between BCCAT and BCcampus)*

8.2 Out-of-Province, National and International Organizations

The Council continued to play a leadership role in facilitating the improvement of student-friendly policies and practices that will enhance student mobility and transfer between institutions across the country. During this fiscal year, the Council was involved in the following activities:

- ***Alberta Council on Admissions and Transfer (ACAT):*** BCCAT maintains a close working relationship with ACAT by sharing information and seeking assistance as appropriate. Consultation continues with Alberta on their approach to accreditation of, and articulation with, new private degree-granting institutions.

- ***American Association of Collegiate Registrars and Admissions Officers (AACRAO):*** The Executive Director gave a detailed presentation to their Executive regarding the B.C. system of transfer as apart of his role on their Task Force on Transfer.

- ***Association of Canadian Public Polytechnics:*** BCCAT provided advice to this new association of polytechnic institutions with respect to accreditation and transfer issues for students and graduates of the eight member institutions. In particular, information and assistance was provided for a transfer protocol that is currently under development.

- ***Canadian Alliance of Education and Training Organizations (CAETO):*** During the past year, CAETO obtained funding from Human Resources & Skills Development Canada to produce an Articulation User Guide that is intended to provide a practical resource for institutions interested in setting up articulation

agreements as a tool for credit transfer. The user guide is intended for staff and faculty in educational institutions as well as for human resource and training administrators in industry. BCCAT staff provided advice to the contractor who is writing this guide and also served on CAETO's Project Steering Committee.

- *Council of Ministers of Education, Canada (CMEC):* The Executive Director continued to represent the Province of British Columbia on the Credit Transfer Working Group, whose mandate was to recommend steps to improve the transferability of credits for students moving between provinces. This year, BCCAT suggested various approaches to measuring the success of this initiative over time. A survey was developed and administered to assess the degree to which universities are complying with the Pan Canadian Protocol on the Transferability of University Credits.

- *Human Resources and Skills Development Canada (HRSDC)*: The Executive Director met with Peter Adams, M.P. Peterborough, and Chair of the Government Caucus on Post-Secondary Education and Research, to discuss their Open Letter to the Prime Minister on matters pertaining to student mobility and transfer. He proposed a mechanism whereby the Federal government and the Provinces could collaborate to facilitate improved inter-provincial transfer of credits. He also met with HRSDC staff to pursue this idea further. And on a related matter, he provided extensive advice to a consultant, working on behalf of HDSDC, who was surveying views of various individuals in response to the question: *"Imagine it is five years down the road and Canada has a fully operational national system of credit transfer and learning recognition (CTR/LR). What does it look like? Describe to me what you see."*

- *Manitoba Council of Post-Secondary Education:* BCCAT staff hosted a meeting with representatives from the Manitoba Ministry of Education. Staff provided information on the B.C. Transfer System and have provided advice on an ongoing basis on how Manitoba might implement new credit transfer arrangements in their province.

- *National Association of Career Colleges (NACC):* An Associate Director made a presentation to the annual meeting of the NACC on the topic of public/private articulation.

- *Saskatchewan Learning:* BCCAT staff provided advice to Saskatchewan Ministry staff in their efforts to develop a transfer system in that province and, in particular, suggestions on how best to develop an online transfer guide.

- *Second Biennial National Conference on Transfer and Articulation*: BCCAT staff participated in discussions with individuals from across the U.S. at this biennial conference and presented two papers: *Resolving Conflicting Views of Transfer Effectiveness* and *Admissions & Transfer Experiences of Students Continuing their Studies: Findings from a College Outcomes Survey.*

Following the conference, a number of queries from various U.S. states for more information about BCCAT research and publications were received, along with requests for permission to adapt materials for use in other transfer systems.

- In addition, BCCAT had contact with the following organizations:
    - Association of Registrars of Universities and College of Canada (ARUCC)
    - EDUCAUSE Conference (California)
    - Edudata Canada
    - National Academic Advising Association (NACADA) (Pacific Northwest)
    - Ontario College-University Consortium Council
    - York University (Toronto)
- BCCAT also had requests from consultants asking permission to use BCCAT materials to help develop transfer credit systems in Lebanon and Botswana.

APPENDICES

Appendix A: *BCCAT Publications: April 1, 2003 – March 31, 2004*

This appendix lists all of the documents produced by BCCAT during the fiscal year 2003-2004, including their locations on the BCCAT Website. All such documents are included in the package sent to the Ministry of Advanced Education.

Number & Date	Publication Type & Title	Number of copies	Distribution List	Distribution Date	Location of Posting on Web Site
#1 April 2003	NEWSLETTER: *Research Results: 2002 Admissions & Transfer Experiences of Students Continuing their Studies in British Columbia*	3,200	MAVED, post-secondary institutions, system organizations, "friends of BCCAT"	April 2003	http://www.bccat.bc.ca/pubs/rr_apr03.pdf
#2 April 2003	RESEARCH REPORT: *The Class of 1996 Five Years After Graduation: Comparing BC University Outcomes for Direct Entry and Transfer Students*	200	Institutional Presidents, VPs Academic, VPs Student Services, I.R. Offices, MAVED, System organizations	April 2003	http://www.bccat.bc.ca/pubs/univoutcomes.pdf
#3 May 2003	NEWSLETTER: *Research Results* *(Summary of the above report)*	4,000	MAVED, post-secondary institutions, system organizations, "friends of BCCAT"	May 2003	http://www.bccat.bc.ca/pubs/rr_may03.pdf
#4 May 2003	REPORT: *2002-03 Annual Report to MAVED*	475	MAVED, institutional presidents, VPs Academic, VPs Student Services, Ed council & Senate Chairs, IR Offices, Council and its committees, Agencies, etc.	May 2003	http://www.bccat.bc.ca/pubs/ar02-03.pdf
#5 May 2003	HANDBOOK & GUIDE: *B.C. Transfer TIPS - Second Edition (reprinted)*	36,000	In bulk to post-secondary institutions for students, advisors, counsellors, etc.	May 2003	3 formats: http://www.bccat.bc.ca/pubs/tips.pdf http://www.bccat.bc.ca/tips/index.html http://www.bccat.bc.ca/tipstxt/index.html
#6 May 2003	NEWSLETTER: *Advisor: Beyond Course-to-Course: New Information in Program Transfer*	4,000	Council and Committees, Articulation Committees MAVED, post-secondary institutions, system organizations, "friends of BCCAT"	May 2003	http://www.bccat.bc.ca/pubs/advisor03-05.pdf

Number & Date	Publication Type & Title	Number of copies	Distribution List	Distribution Date	Location of Posting on Web Site
#7 October 2003	NEWSLETTER: *General*	3,000	MAVED, post-secondary institutions, system organizations, "friends of BCCAT"	October 2003	http://www.bccat.bc.ca/pubs/nl_oct03.pdf
#8 October 2003	REPORT: *B.C. Post-Secondary Admissions Information: High School Perspectives*	Web-based	Web-based only	Web-posted October 2003	http://www.bccat.bc.ca/pubs/admissioninfo.pdf
#9 November 2003	WEB RESOURCE: *Associate Degree Q & A*	Web-based	Web-based only	Web-posted November 2003	http://www.bccat.bc.ca/otg/associate/associatedegreeqa.html
#10 February 2004	NEWSLETTER: *Special Report: Articulation Committees Move Transfer in New Directions*	4,000	Council and Committees, Articulation Committees, MAVED, post-secondary institutions, system organizations, "friends of BCCAT"	February 2004	http://www.bccat.bc.ca/pubs/sr_newdirections.pdf
#11 March 2004	REPORT: *Articulation Costing, Phase II*	Web-based	Web-based only	Web-posted March 2004	http://www.bccat.bc.ca/publications/artcosting.pdf
#12 March 2004	WORKING PAPER: *Analysis of Applications, Admissions and Registrations of Applicants to B.C. Universities and University Colleges from Secondary Schools, Colleges and University Colleges in B.C., 2002-03*	Web-based	Web-based only	Web-posted March 2004	http://www.bccat.bc.ca/pubs/applicants0203.pdf

Appendix B: *A Framework for Collaboration with BCcampus*

A Framework for Collaboration Between the
BC Council on Admissions and Transfer (BCCAT) and BCcampus

BCcampus, an initiative of the British Columbia Ministry of Advanced Education, is a collaboration of the post-secondary institutions in B.C. that will provide an online, central access point for learners to post-secondary distance learning courses, programs, and resources offered by B.C. higher education institutions. It is envisioned that, once fully implemented, BCcampus will facilitate a clear path from application to graduation for distance learners in British Columbia.

Included among the BCcampus online services will be mechanisms for learners to more easily understand and use transfer processes between institutions for online courses. To accomplish this goal, BCcampus will work closely with BCCAT to identify, design, and implement online services to facilitate admissions and credit transfer.

A number of collaborative activities between BCCAT and BCcampus will be central to providing learners with streamlined access to admission and transfer processes between B.C. postsecondary institutions. Several of these activities will begin as pilots or prototypes with the intention of learning from the pilots and then expanding on what is learned to include a broader range of courses, programs, and/or institutions. BCCAT and BCcampus will undertake the following activities, as time and resources permit:

- BCCAT will continue to play an active role in the BCcampus development and implementation processes through its representation on the BCcampus Implementation Steering Committee (ISC).

- BCCAT and BCcampus will work together to provide an integrated approach to online information services for both Opening Doors and the Post-Secondary Application Service of B.C. (PASBC) by sharing design frameworks and providing data and document channel feeds where appropriate to enhance each other's services, while avoiding any duplication of service.

- BCCAT and BCcampus will work together to provide online access to information on articulated courses (provided by BCCAT as a data feed through the Online Transfer Guide) and automated processes for linking course information in the Transfer Guide with bccourses.com for students using the BCcampus portal. Articulated courses are those courses for which transfer credit agreements are recorded in the B.C. Online Transfer Guide.

- BCCAT and BCcampus will work together to prototype automated online processes for BCcampus learners to enable transfer of an identified set of courses and/or programs that are suitable for transfer credit but have not been articulated and therefore are not recorded in the Transfer Guide. Such unrecorded transfer may often informally be accomplished through a process of triangulation[5] if institutions agree.

- BCcampus and BCCAT will work together to prototype and pilot an online degree audit process for an identified set of post-secondary programs, with the intention of establishing measurements and processes for scaling up an online degree audit process across the system in a multi-year, phased approach.

[5] Triangulation refers to a process in which a course from Institution A transfers to Institution C and a similar course transfers from Institution B to Institution C. Therefore, Institution A may determine that the course at Institution B is equivalent to that taught at Institution A.